



Minutes
TALC Leadership Team Meeting
March 12, 2007

Members present: Debbie Puett, DeWalt Koone, Cathy Alexander, Sandra Boyd, Jay Coomes, Jo James, Cindy Martin, Cindy Moore, Brett Parker, Erin Riddle, Mike Saunders, Jamie Spratt, and Susan Vaughan. Angela Marlowe acted as secretary.

Primer Update:

Debbie Puett reported that the Learning College Primer is not going to be an easy task to update as she initially had thought. She recommended forming a subcommittee of three taskforce chairs willing to coordinate this project. Cathy Alexander and Jo James volunteered to assist Debbie in this effort to hopefully have the primer available for distribution this fall. Even though Cathy and Jo will primarily be working on this project, Debbie asked all taskforce chairs to continue reviewing the Learning College Primer that was emailed as an attached PDF file and provide her with their suggestion / input / feedback on improving the primer.

Professional Development – Staff

Copies of the evaluation results were distributed to the taskforce chairs. Sandra Boyd gave an overview of the results from the afternoon workshops predominantly for staff from professional development day. Overall, the comments were very good. Although the committee has not met since the last TALC meeting, plans are to meet sometime in March and begin planning for Fall Convocation.

Professional Development – Faculty:

Copies of the evaluation results from the three morning sessions plus the afternoon session with Marcia Jackson were also distributed. Jay Coomes gave an overview of these results and reported overall, the comments were positive. Currently, the results have not been disseminated but a copy will be given to the presenters.

Jay reported that the committee met and one of the things they are looking at now is planning ahead for Fall Convocation (August). Jay shared some of the ideas and concerns addressed from their meeting in preparing for August. After a lengthy discussion, the TALC Leadership Team

Professional Development – Faculty (continued):

suggested contacting Tom Brown (if approved by Genesis Grant) for the first day. The morning session would involve all employees. In the afternoon session, faculty and any interested staff would participate in “Advising” and other staff members would choose from a list of recommended workshops. On the second day, have all employees meet for the presentation of the “Golden Apple” Awards and the Staff Award. It is also being considered scheduling divisional gatherings so the new president can visit and meet everyone on a one-on-one basis and then have workshops for faculty in the afternoon.

Academic Advising:

Jamie Spratt reported that the committee has not met since the last TALC meeting. Carolyn Young is continuing working on the video and developing pamphlets to provide information for students. He and Dale Gaddis are currently putting information on the website for students. Vickie Covington recently sent a survey via email requesting input on improving advising effectiveness. The taskforce plans to meet Wednesday, March 14.

Assessment:

Brett Parker reported that the committee has not met since that last TALC meeting; however, their major task of revising the rubrics for the first time is almost complete for this semester. A campus-wide meeting was held February 26 to present a rubric fair (eight separate stations) for faculty and staff to learn about the changes made to the rubrics. When the taskforce meets on Monday, March 19, plans are to gather information from the feedback received regarding the campus-wide meeting on the “rubric fair” and also try to work on unifying the language and making sure as much as possible that the rubrics have the same language.

The results from the Community College Survey of Student Engagement (CCSSE) will not be available until fall 2007.

The final campus-wide assessment meeting is scheduled April 2 which will continue focusing on the service areas.

Business and Industry:

Mike Saunders reported that the taskforce met on March 7 and was divided into groups. Each group was posed the following questions: (1) what would they like to see the group accomplish, (2) how often would they like to meet and (3) what are the outcomes/benefits that they would like to accomplish. The taskforce had a very productive meeting from the feedback they received. The next meeting will be scheduled sometime in late April.

Campus Life:

Cindy Martin reported that there were only 7 responses to the Weight Watchers announcement. Due to lack of response, Weight Watchers will not be offered at this time but may offer again in the future. The taskforce recently promoted a health screening and a smoking cessation program. They are also helping to promote and sponsor the March of Dimes on April 21 (Saturday) and will be sponsoring activities on Sports Day (April 25). A “Healthy Lunch” is also being sponsored on April 5 in the Foundation Building. The time (11:00am – 1:00pm) will be split into two sittings of 25 people each.

ESP:

Cindy Moore reported that the taskforce has not met since the last TALC meeting. Debbie Puett met with Amy Penson and Mel McCurry to discuss the possibility of our bookstore purchasing and selling students used books. Amy plans to meet with Dr. Lewis to see if this will be feasible for Isothermal.

Learning Strategies:

Jo James reported that the taskforce met and developed their action plan for globalization of courses. She asked that we keep the multi-cultural workshop in mind because one of the tactics of getting globalization on campus is offering workshops for faculty and staff.

- **World View** – The committee tentatively agreed to a World View partnership through UNC–Chapel Hill. Because the wording in the contract was too binding, the committee is asking that the contract be rephrased before obligations are made.
- **Cooperative Learning Institute** – is scheduled next week (March 22 – 25) at Patrick Henry in Martinsville, VA.
- **Instructor Resources** – The sub-committee members continue working on the repository for faculty on active learning tactics in the classroom and assessment tactics. They plan to meet next month on fleshing out the skeleton. Plans are within the next year possibly having a session to inform everyone at professional development day.

Technology Update:

Susan Vaughan reported the following:

- **Distance Learning** – We have the opportunity to subscribe to Remote-Learner.net's "E-Learning Proficiency Program" (EPP). EPP offers support for instructors engaged in online learning and course development using Moodle. Tim Greene will evaluate the product for the coming year and will share ideas and information with the DL team and DL faculty as appropriate.

Two documents will be distributed during the Campus-wide Registration meeting tomorrow: "Distance Learning Frequently Asked Questions (FAQ) and Items of Interest" and "Distance Learning Advising Guide" with screen shots of information that may be found at <http://www.isothermal.edu/DistLearn.htm>.

- **Information Technology** – IT staff have implemented a large number of Datatel patches since January; R-18 patches will be ongoing through the R-18 installation in October 2007.

IT recently has experimented with an evening shift schedule. It was determined that Jeff and Sheila need to continue to be available during regular working hours to provide support, but that some evening staffing will be required for Datatel maintenance. At this time, due to the number of R-18 patches required, Curtis and/or Carson will work Monday evenings to accomplish system maintenance.

Budget and Goals:

Debbie asked each taskforce chairs to begin thinking and planning for next year's budget. Requests for budget plan and goals for next year will need to be submitted to Debbie by the end of this semester.

Meeting Schedule:

Tuesday, April 24 at 3:00pm in the Blue Room